



NSPS FINAL APPRAISAL Q/A TELCON

QUESTIONS & ANSWERS
16 SEPTEMBER 2008



Question 1



Q1: Who pays for the performance payout for interns who graduate after 30 September 2008?

A1: The gaining Commands are responsible for the performance payout of interns who graduate between 01 October 2008 and the first full pay period in January.



Question 2



Q2: Who reconciles the intern's recommended rating, if the intern graduates after 30 September 2008?

A2: Interns who graduate after 30 September 2008 will submit a Final Appraisal following "normal" procedures. The NAIP Pay Pool will reconcile the recommended ratings and provide to the gaining Commands.



Question 3



Q3: Employees that have an EOD after 1 July 2008 are NOT eligible for this pay pool since they have not been on board for three months, correct? What about employees that graduate before the first full pay period in January?

A3: Correct. Employees that have an EOD after 1 July 2008 are not eligible for this pay pool. These interns will receive the GPI. Employees that graduate before the first full pay period in January are eligible for the performance payout. However, the intern's Command is responsible for the performance payout.



Question 4



Q4: I have interns that graduate at the end of the first full pay period in January, 17 January 2009. Who is responsible for their payout?

A4: The NACC will be responsible for the performance payout for interns who graduate at the end of the first full pay period in January and beyond.



Question 5



Q5: Is there a reason that the self assessment is not mandatory?

A5: The NACC is complying with NSPS Policy regarding the self assessment. We consistently advise that while not mandatory, the self assessment is highly encouraged.



Question 6



Q6: Do supervisors have to communicate objectives to interns for the new performance cycle (i.e. 01 October 2008 through 30 September 2009).

A6: While the objectives will not change, to be consistent with the NSPS policy and guidelines, Supervisors should discuss/review the objectives with the interns at the beginning of the new performance cycle.



Question 7



Q7: What is the process for establishing objectives?

A7: The NACC Associate Career Manager will send all interns an email with instructions on creating their performance plan (i.e. Objectives) for the next rating cycle. This email will instruct interns to create their performance plan in the PAA and submit to their Rating Official (a.k.a. ACM). The Rating Official acknowledges and approves the performance plan for the intern.



Question 8



Q8: Can a supervisor contest an intern's rating?

A8: The supervisor is only permitted to contest an intern's rating during the Pay Pool Panel process when the Panel decides on a Rating of Record other than the Recommended Rating of Record. The supervisor is given the opportunity to discuss their rationale with the Panel. If the Panel and the supervisor cannot agree, the PPM has the ultimate decision on the Final Rating of Record.



Question 9



Q9: When can an intern contest their rating?

A9: Interns have 10 days from the date that they acknowledge their Final Appraisal in the PAA to contest their Final Rating of Record.



Rules of Thumb



1. The employee's actual location as of the last day of the rating cycle (30 September) will govern which pay pool his/her rating is reconciled in.
2. The employee's actual location as of 4 January 2009 will govern which Pay Pool funds the performance payout.



Reminders



- **Interns with an EOD between 7/03/2008 and 9/30/2008**
 - Are not participating in this performance rating period.
 - **No Final Performance Review Required.**
- **These interns should have performance appraisal dates as follows:**
 - Appraisal Start Date: **EOD Date**
 - Appraisal End Date: **30 September 2009**
 - Appraisal Effective Date: **01 January 2010**
- **Interns graduating between 10/1/2008 and 1/03/2009 and going to an NSPS position**
 - Will participate in the NAIP Final Pay Pool.
 - Will have their recommend rating of record reconciled by the NAIP Pay Panels
 - Will have their Final Rating of Record communicated to the gaining Command's Pay Pool/Rating Official.
 - Communication of Final Appraisal will occur outside of the PAA.
 - The gaining Command's Pay Pool Administrator will need to work with their HRSC to manually process the Performance Payout.